ProviderOne Provider System User Manual

Submitting and Retrieving
HIPAA Batch Transactions

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Disclaimer:

A contract, known as the Core Provider Agreement, governs the relationship between DSHS and Medical Assistance providers. The Core Provider Agreement's terms and conditions incorporate federal laws, rules and regulations, state law, DSHS rules and regulations, and DSHS program policies, numbered memoranda, and billing instructions, including this Guide.

Providers must submit a claim in accordance with the DSHS rules, policies, numbered memoranda, and billing instructions in effect at the time they provided the service. Every effort has been made to ensure this Guide's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls."

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Submitting and Retrieving HIPAA Batch Transactions

The following ProviderOne tasks are covered in this section:

- Submitting a HIPAA Batch Transaction

- Retrieving a HIPAA Batch Response

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Submitting a HIPAA Batch Transaction

Before Uploading Your Document

You must be enrolled as a Trading Partner in the ProviderOne system.

You must be authorized to submit HIPAA files over the web.

The file you are uploading must be less than or equal to 50MB in size.

Submitting the Document

From the Provider Portal, click the Submit HIPAA Batch Transaction link.

ProviderOne displays the Batch Attachment Response page.
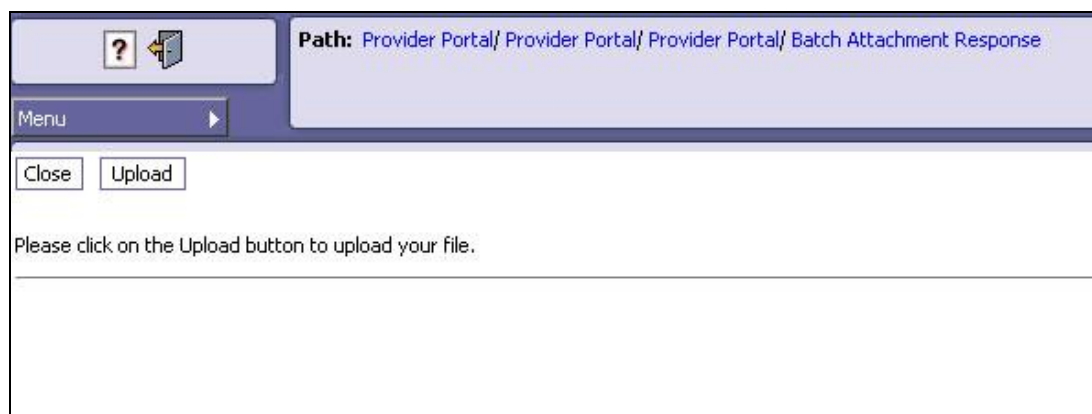
Figure 1 - Batch Attachment Response

Click the Upload button.

ProviderOne displays the Attachment page.

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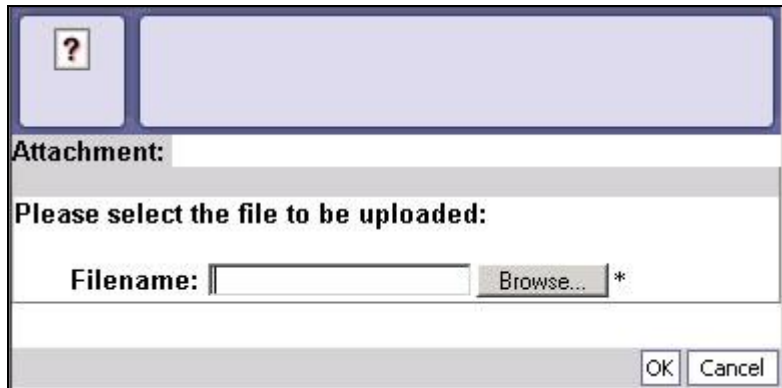
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Figure 2 - Attachment

Click the Browse button, select the file to upload, and click the OK button.

If the Upload was successful, ProviderOne displays the Upload File Response.

Figure 3 - HIPAA Batch Response – Upload File Response

Click the Close button.

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Retrieving a HIPAA Batch Response

Before Retrieving a HIPAA Batch Response

A file must have been submitted and processed by DSHS.

Accessing the HIPAA Response/Acknowledgement List

From the Provider Portal, click the Submit HIPAA Batch Responses link.

ProviderOne displays the HIPAA Response/Acknowledgement list.

Figure 4 - HIPAA Response/Acknowledgement

About the HIPAA Response/Acknowledgement List

■ Archived files are not viewable.

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Downloading the Response

Download the Response by clicking the Response File Name hyperlink.

Downloading the Original File

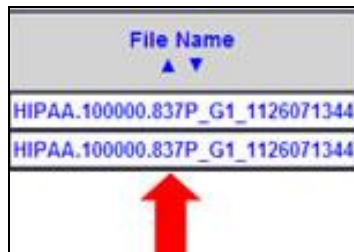Download the original file by clicking the File Name hyperlink.

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